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ABSTRACT

The following guidelines are recommended: stack space--for each 10 volumes, one square foot of space; reading room--25 square feet per station x 20% of the total undergraduate population; carrel space--25% of the graduate enrollment x 45 square feet; office and auxilliary space--135 square feet x full time equivalent staff. (NI)

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SPACE GUIDELINES FOR LIBRARIES

In CCHE #68, 1964, which presented the 1965-67 building program, space guidelines were developed for libraries. Since these guidelines were developed, a complete re-examination of them has been undertaken. This paper is a result of that re-examination.

Library space guidelines are a composite of four distinct elements: reading rooms, carrel space, office and auxiliary support space, and stack space. The first three elements can be tested with reasonable accuracy in weighing institutional requests for such space. Stack space, however, is directly related to the number of volumes of books peculiar to an individual institution.

Stack Space - It is not proper educational policy to have the facility determine the educational program, but, on the contrary, the educational program is the basis for facility planning and authorization. Consequently, the number of volumes to be housed will be determined by each individual institution as related to its approved academic mission. In computing stack space, however, a guideline of 10 volumes per each square foot will be used.

Reading Rooms - Experience, since the previous guidelines were developed, has indicated that no change in this element is necessary. The staff recommends that the guideline for reading rooms be maintained at 25 square feet per station X 20% of the total undergraduate student enrollment.

Carrel Space - Graduate students must be considered separately from undergraduate students in their use of the library due to the nature of their

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educational program. It is desirable that these students be afforded carrel space in which they may keep books, work sheets and notes while working on various seminar papers, theses and dissertations. Carrel space also provides them with privacy for scholarly analysis and consideration. Realizing that several graduate students can be assigned to one carrel, the staff recommends a guideline of 25% of the graduate student enrollment X 45 square feet per station for carrel space.

Office and Auxiliary Support Space - The staff feels that the guideline established for instructional offices can be appropriately used for this element, specifically 135 square feet X full-time equivalent library staff. These staff members will not be counted in calculating instructional office space needs.